

Report Date: 23 Apr 2014

**Summary Report for Individual Task
805A-36B-3501
Certify Military Pay Vouchers
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are working in a Military Pay office and received a request for an Advance or Casual payment with access to: 1. DoD Financial Management Regulation 7000.14-R, Volume 7A, Military Pay Policy and Procedures - Active Duty and Reserve Pay. 2. AR 37-104-4, Military Pay and Allowances Policy. 3. Completed DA Form 7003, Payment Authorization. 4. DD Form 2560, Advance Pay Certification/Authorization. 5. DA Form 2142, Pay Inquiry. 6. Calculator. 7. Current Pay Rate Charts. This task should not be trained in MOPP 4.

Standard: Validate a military pay voucher for an Advance or Casual payment with 100% accuracy by completing the following steps: 1. Verify documentation substantiating an Advance Payment. 2. Verify documentation substantiating a Casual Payment. 3. Verify computation of an Advance Payment. 4. Verify computation of a Casual Payment. 5. Verify the completed DA Form 7003, Payment Authorization. 6. Sign and date the DA Form 7003 in block 20.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Verify the documentation substantiating an advance payment.

a. Ensure a completed Advance Pay Certification/Authorization (DD Form 2560) is submitted with a copy of the Soldier's permanent change of station (PCS) orders attached.

b. Ensure the DD Form 2560 is signed as approved by the appropriate individual.

(1) Ensure the Soldier's unit commander has approved the advance for all Soldiers in pay grades of E-1 to E-4.

(2) Ensure the commander or a designated officer or civilian in the chain of command senior to the requester has approved the request for:

(a) A second or third advance.

(b) An advance in an amount of more than 1 month's basic pay less deductions.

(c) More than a 12-month repayment schedule.

(d) Payment later than 60 days after arrival at the new duty station.

(e) Payment earlier than 30 days before departure from the current duty station.

(3) Ensure the Soldier has signed the DD Form 2560 in all other cases.

c. Ensure the purpose of the advance payment is:

(1) To provide the Soldier with the funds to meet extraordinary expenses incident to a PCS move.

(2) To assist with expenses not typical of day-to-day living, that precede or exceed authorized reimbursements.

(3) Not to provide the Soldier funds for expenses covered by advances of other entitlements (travel and transportation allowances; packing and shipping costs; housing allowances, dislocation allowance), if taken.

d. Ensure the payment requested does not exceed:

(1) One month's advance pay at the old duty station.

(2) One month's advance pay en route to the new duty station, if no advance is received at the old duty station.

(3) One month's advance pay at the new duty station, if one month's advance pay is received at the old duty station or while en route to the new duty station.

(4) Up to three month's advance pay at the new duty station, if no advance is received at any other time.

e. Ensure the period of proration requested does not exceed:

(1) 24 months when justified by the Soldier that repayment within 12 months would create a severe hardship and the justification is approved by the Soldier's commander (see performance step 1b above).

(2) 12 months in all other cases.

f. Ensure justification is provided in all cases of a request for more than one month's advance pay and more than 12 months proration. The justification must:

- (1) Be in writing.
- (2) Itemize all the expenses to be incurred.
- (3) State any extenuating circumstances considered exceptions to normal circumstances.
- (4) State any severe hardships considered exceptions to normal circumstances.

2. Verify the documentation substantiating a casual payment.

a. Ensure a Pay Inquiry (DA Form 2142) is completed.

b. Ensure the overseas area local payment is valid (does not include Alaska and Hawaii).

(1) Ensure the DA Form 2142 is signed by the Soldier's commander authorizing the payment.

(2) Ensure an on-base military banking facility is not readily available.

c. Ensure a local payment is not made at any time for an area in the continental United States, Alaska, or Hawaii.

d. Ensure an emergency payment is valid.

(1) Payment is authorized at any location.

(2) Ensure the DA Form 2142 is signed by the Soldier's commander authorizing the payment.

(3) Ensure the reason for the payment is an emergency.

(a) No pay is received on a regular payday and payment is needed within 24 hours.

(b) A major medical emergency or death in the Soldier's immediate family and payment is needed within 24 hours.

(c) An emergency travel advance when the Soldier does not have a government travel card.

(d) A discharge gratuity and payment is needed within 24 hours (if required in accordance with (IAW) DoDFMR 7000.14-R, Volume 7A, Table 35-11).

(e) A death gratuity payment to a beneficiary and payment is needed within 24 hours.

(f) An evacuation allowance when dependents must be evacuated due to a natural disaster or life threatening situation.

3. Verify the computation of an advance payment.

a. Calculate one month's basic pay.

b. Deduct the following amounts from the basic pay calculated:

- (1) Any forfeiture of pay.
- (2) Montgomery G.I. Bill deduction.
- (3) Federal and state income tax withholding.
- (4) Federal Insurance Contributions Act (FICA) deduction.
- (5) Serviceman's Group Life Insurance (SGLI) deduction.
- (6) Armed Forces Retirement Home (AFRH) deduction.
- (7) Tricare Dental Plan payment.
- (8) Monthly repayment of a prior advance payment.
- (9) Any debt owed, whether a monthly installment or a one-time collection.
- (10) Garnishments of pay.
- (11) Statutorily ordered support deductions.
- (12) Court-ordered bankruptcy payments.
- (13) Any voluntary allotments in effect.

c. Multiply the result by the number of months advance pay requested and authorized.

d. Do not pay more than any specific amount requested.

4. Verify the computation of a casual payment.

a. Verify the overseas area local payment amount does not exceed:

- (1) The net amount due for a bonus payment.
- (2) The net amount due for an annual special pay.
- (3) The net amount of separation pay.
- (4) The net amount of accrued pay and allowances earned to date.
- (5) The health and comfort payment requested, as determined by the commander.

b. Verify an emergency payment amount does not exceed:

- (1) The net amount of accrued pay and allowances earned to date.
- (2) The computed advance travel payment, as determined in accordance with the Joint Federal Travel Regulation (JFTR).

(3) The amount of the discharge gratuity payment.

(4) The net amount of a death gratuity payment.

(5) The evacuation allowance authorized by the Soldier.

5. Verify the completed Payment Authorization Form (DA Form 7003).

a. Verify block 1 has an 'X' next to the appropriate type of payment.

b. Verify block 2 is the social security number of the Soldier being paid.

c. Verify block 3 is the last, first, and middle names of the Soldier being paid.

d. Verify block 4 is the Soldier's unit address.

e. Review any specific payment instructions in block 5 for accuracy.

f. Verify block 6 is correctly marked by the Soldier receiving the payment.

(1) Ensure the first statement is checked if the Soldier has received a payment during the current PCS, temporary duty (TDY), or leave period.

(2) Ensure the second statement is checked for all other payments.

g. Verify block 7 is the correct mailing address of the Soldier if a check payment is to be mailed.

h. Verify block 8 is marked if the Soldier is in a PCS status.

i. Verify block 9 has the correct accounting classification.

j. Verify block 10 is the date the voucher is paid.

k. Verify block 11 is the correct agency code if the payee is not a member of the U.S. Army.

l. Verify block 12 is the day's voucher number as assigned by disbursing.

m. Verify block 13 is the dollar amount of the computed payment.

n. Verify block 14 is correctly marked.

(1) Ensure the block adjacent to "Officer" is marked if the member is an officer.

(2) Ensure the block adjacent to "Enlisted" is marked if the member is enlisted.

o. Verify block 15a is the number of months advance pay made, if applicable.

p. Verify block 15b is the numbers of months to prorate the repayment of the advance pay over, if applicable.

q. Verify the Paid By block includes the organization's name, address, and Disbursing Station Symbol Number (DSSN) and the disbursing business date of the payment.

r. Verify block 16 is the correct payroll number, if required.

s. Verify block 17 is signed and dated by the clerk preparing the DA Form 7003.

6. Sign and date the DA Form 7003 in block 20.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Verified the documentation substantiating an advance payment.			
2. Verified the documentation substantiating a casual payment.			
3. Verified the computation of an advance payment.			
4. Verified the computation of a casual payment.			
5. Verified the completed Payment Authorization Form (DA Form 7003).			
6. Signed and dated the DA Form 7003 in block 20.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
1.	DODFMR 7000.14-R, VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
2.	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
2.	DODFMR 7000.14-R, VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
3.	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
3.	DODFMR 7000.14-R, VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
4.	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
4.	DODFMR 7000.14-R, VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
5.	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
5.	DODFMR 7000.14-R, VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No
6.	AR 37-104-4	MILITARY PAY AND ALLOWANCES POLICY	Yes	No
6.	DODFMR 7000.14-R, VOL 7A	Department of Defense Financial Management Regulation, Volume 7A , Military Pay Policy and Procedures - Active Duty and Reserve Pay	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None